

VIRGINIA: A REGULAR MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD IN THE GENERAL DISTRICT COURTROOM OF THE COUNTY
GOVERNMENT CENTER ON APRIL 3, 2014 AT 7:00P.M.

PRESENT: SUPERVISOR ERNEST L. BLOUNT, CHAIRMAN
SUPERVISOR JUDY S. LYTTLE, VICE-CHAIR
SUPERVISOR JOHN M. SEWARD
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR GIRON R. WOODEN, SR.

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR
MR. WILLIAM HEFTY, HEFTY & WILEY, COUNTY ATTORNEY
MS. TERRI E. HALE, FINANCE DIRECTOR
MRS. DEBBIE NEE, COMMISSIONER OF THE REVENUE
MS. TRACY TERRY, CHIEF ANIMAL CONTROL OFFICER
MS. SCHARNELLE HAMLIN, VICTIM WITNESS RESOURCE COORDINATOR
MR. STACEY WILLIAMS, BUILDING OFFICIAL
MRS. VALERIE PIERCE, DIRECTOR, SURRY SOCIAL SERVICES
DEPUTY ROCKY BARBEE

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Blount who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

CONSENT ITEMS

1. Approval of March 6, 2014 Minutes, Board of Supervisors
2. Approval of March 27, 2014 Minutes, Board of Supervisors
3. Approval of April 2014 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$66,448.00	\$292,947.86	\$359,395.86
Debt Service	\$0.00	\$0.00	\$0.00
Capital	\$433.84	\$27,169.00	\$27,602.84
Water & Sewer	\$17,592.53	\$80.23	\$17,672.76
CSA	\$100.00	\$16,836.55	\$16,936.55
Indoor Plumbing	\$0.00	\$0.00	\$0.00
Juror Payments	\$0.00	\$810.00	\$810.00
Totals	\$84,574.37	\$337,843.64	\$422,418.01

4. Appropriation Requests:

School System - April 2014		
	Instruction	\$900,000.00
	Admin./Health	\$80,000.00
	Pupil Transp.	\$90,000.00
	Operation/Maint.	\$145,000.00
	Food Serv.	\$60,000.00
	Debt Service	\$0.00
	Capital Projects	\$0.00
	Technology	\$55,000.00
	Total	\$1,330,000.00
Dept. of Social Serv. - April 2014		\$150,000.00

5. General Fun 4th Quarter Appropriations:

	FY 13-14 Budget	1st Quarter Request	2nd Quarter Request	3rd Quarter Request	4th Quarter Request	Remaining Balance
General						
Government	\$8,254,632.59	\$2,468,905.00	\$2,338,896.00	\$1,742,501.00	\$1,561,984.59	\$142,346.00
Special Funds	\$218,655.00	\$93,415.00	\$40,000.00	\$45,240.00	\$0.00	\$40,000.00
Debt Service	\$1,615,213.00	\$1,000,000.00	\$0.00	\$615,213.00	\$0.00	\$0.00
Water & Sewer	\$327,870.00	\$100,000.00	\$100,000.00	\$75,000.00	\$52,870.00	\$0.00
Capital Projects	\$2,665,000.00	\$1,765,000.00	\$0.00	\$150,000.00	\$0.00	\$750,000.00
TOTALS	\$13,081,370.59	\$5,427,320.00	\$2,478,896.00	\$2,627,954.00	\$1,614,854.59	\$932,346.00

6. Budget Amendment: School System (Technology) \$40,000.00

Supervisor Seward made a motion that the Board approve the Consent Items as enumerated. Supervisor Wooden seconded the motion. Supervisors Seward, Blount, Wooden, Lyttle and Holmes voted affirmatively to approve the motion.

PROGRESS REPORTS

1. VDOT

A. Request for Public Hearing: 6-Year Secondary Road Plan

Ms. Frances Bailey, Project Manager, addressed the Board regarding the need for a Public Hearing to be held in consideration of the Surry County Six-Year Secondary Road Improvement Plan. The plan for FY 15-FY 20 contains \$138,794 in funding to be used for road repair and construction.

Supervisor Lyttle made a motion that the Board authorize a public hearing for Thursday, May 1, 2014 at 7:00pm in the Surry County General District Courtroom. Supervisor Holmes seconded the motion which passed with unanimous support.

B. Ferry Issues

Mr. Rossie Carroll, VDOT Residency Administrator, reported on the status of the Pocahontas ferry which is currently out of service. Mr. Carroll stated that the ferry was in dry dock, as required annually, and would remain out of service until mid-May 2014. Since the Pocahontas has a 70 vehicle capacity while the Williamsburg and the Surry have only a 50 vehicle capacity, the boat's absence has resulted in delays on both sides of the James River for motorists waiting to cross. Mr. Carroll informed the Board that VDOT would bring the Virginia ferry back into service and, although it only has a 20-25 vehicle capacity, the addition of a third crossing at peak travel times should alleviate excessive delays. He further reported that a new ferry boat with a 70 vehicle capacity is expected to be in service by 2018 and at that time the Virginia will be retired.

C. Quarterly Update

Mr. Carroll reported that VDOT staff had completed approximately 20 work orders since the last update in February 2014. Maintenance performed included brush cutting, temporary patching of 343 potholes, replacement of 5 culverts, and ditch clearing. Now that winter weather is behind us, Mr. Carroll informed that temporary patching of potholes would be replaced with more permanent repairs. He further updated the Board with regard to progress on the Route 626 Lebanon Road Project and stated that the completion date was still scheduled for September 2014. He also provided updated information on the bridge replacement on Route 630 and advised of scheduled dolphin replacement at the Scotland ferry dock.

Mr. Carroll informed the Board of scheduled surface treatment, asphalt repair and mowing cycles for spring and summer. He reported that, due to significant weather events across the state, VDOT has spent approximately twice the amount that was allocated for foul weather response and is, therefore, currently employing reduction strategies until the end of the fiscal year on June 30, 2014.

Supervisor Holmes briefly discussed his ongoing concerns regarding the condition of Route 602 with Mr. Carroll.

2. Treasurer

A. Investment Letter

Chairman Blount read the Investment Letter provided by Mary H. Shaw, Treasurer, which stated that as of March 6, 2014 meeting the County had \$22,344,024.77 in the LGIP Fund. Since that report, accrued interest for February 2014 in the amount of \$1,758.73 had increased that balance to \$22,345,783.50. Since the last report, \$1,000,000.00 was transferred from LGIP to the General Fund leaving a balance in the LGIP of \$21,345,783.50. As of April 3, 2014 the County had \$21,853,718.08 in total investments, including one CD valued at \$507,934.58 which matures January 18, 2015.

3. County Administration

A. Presentation: Victim Witness Resource Coordinator

Mr. Franklin introduced Ms. Scharnelle Hamlin, Victim Witness Resource Coordinator, who joined staff in January 2014. Ms. Hamlin provided the Board with an overview of services offered through the Victim Witness Program and the Surry County Resource and Employment Center. ***(A copy of Ms. Hamlin's presentation is attached as an integral component of these minutes.)*** Ms. Hamlin reported on her close association with other governmental departments including the Commonwealth's Attorney, Sheriff's Office and the Department of Social Services.

B. Presentation: Preliminary Consolidated Budget FY 14-15

Ms. Terri Hale, Director of Finance and Information Technology, addressed the Board to present the draft FY 14-15 County Administrator's Preliminary Recommended Budget. ***(A copy of Ms. Hale's presentation is attached as an integral component of these minutes.)*** The draft Recommended Budget is a total balanced budget of \$49,594,106 with no increase in taxes, fees or use of fund balance and contains a contingency fund of \$225,000. Ms. Hale reviewed General Fund highlights, local revenues, state and federal revenues, proposed expenditures, the budget's affect on the fund balance, and certain upcoming capital projects.

Following Ms. Hale's presentation and brief discussion, Supervisor Seward made a motion that the Board authorize a public hearing to consider public comments regarding the proposed FY 14-15 Recommended Budget on Thursday, May 1, 2014 at 7:00pm in the Surry County General District Courtroom. Supervisor Wooden seconded the motion; Supervisors Blount, Lyttle, Holmes, Seward and Wooden voted affirmatively.

Mr. Franklin informed the Board regarding recent correspondence from the Government Finance Officers Association informing that

Surry County is again the recipient of a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

C. Broadband Update

Mr. Franklin reported that on March 6, 2014 the Broadband Authority authorized a public hearing for the April 3rd meeting regarding consideration of a resolution for proposed rates related to access to the Surry County fiber infrastructure and transport fees. During the March 18th Broadband Project Management Team meeting, Mr. Jeff Gore, Esquire, advised that the Code of Virginia requires the Authority to advertise proposed rates for a period of sixty days prior to adoption. This information coupled with revisions to proposed rates for bandwidth and dark fiber access, suggested by Staff and ICON Engineering, necessitates that we delay the discussion and presentation regarding rates until your May 1st meeting and the public hearing until after July 1, 2014.

D. Request for Public Hearing: Ordinance 2014-01 Animal Control Fees

Ms. Tracy Terry, Chief Animal Control Officer, addressed the Board to request a public hearing relevant to draft Ordinance 2014-01 which would amend the Surry County Code §12-4 to increase certain Animal Control Fees and to establish a fee for adoption of a dog or cat. The proposed increases are intended to offset increasing costs associated with feeding, housing and transporting animals in the custody of the Animal Control Department. Chief Terry informed the Board that the Department had taken in approximately 400 animals in 2013.

Supervisor Lyttle made a motion that the Board authorize a public hearing to consider public comments regarding the proposed Animal Control fees enumerated in Ordinance 2014-01. The motion was seconded by Supervisor Holmes and unanimously approved.

E. Contract Award for Library Construction

Mr. Brian Camden of Powell Management reported that the County had issued an Invitation for Bids (IFB) for Contractor Services relevant to the interior renovation of the new Surry County Blackwater Regional Library. Of those bids received, A. R. Chesson was the low bidder for a total contract amount of \$205,700.00 which was 10% below the next lowest bid. Mr. Camden informed that A. R. Chesson had received excellent references and that a July 2014 completion date was anticipated.

Supervisor Seward made a motion that the Board authorize the County Administrator to execute a contract with A. R. Chesson for Contractor Services relevant to the interior renovation of the Surry County Blackwater Regional Library for a total of \$205,700.00. The motion was seconded by Supervisor Holmes; Supervisors Blount, Lyttle, Wooden, Seward and Holmes voted affirmatively.

F. Contract Award for Tourism Branding

Ms. Pat Bernshausen, County Administration, addressed the Board to report that the County had issued a Request for Proposals (RFP) for Branding Services relevant to a \$50,000 grant award from the Virginia Tourism Corporation (VTC) Marketing Leverage Grant Program. The County received four proposals which had been reviewed and ranked by staff. Following interviews with two of the respondents, staff recommended that the County award a contract for branding services to Goldman & Associates Public Relations in the amount of \$16,000. No action was required by the Board.

G. Grievance Procedure Update

Mr. William Hefty, County Attorney, reported that the County's grievance procedure had not been updated since 1991. Since that time there have been several changes to the state law regarding required provisions in grievance procedures. A draft policy, provided by Mr. Hefty contains three steps: 1) grievance taken to immediate supervisor, 2) to the County Administrator, and 3) to a grievance panel. Mr. Hefty further informed that the new statute also requires the County to keep an up-to-date list of which employees are covered by the grievance procedure and that the grievance policy will need to be certified through the Circuit Court.

Supervisor Lyttle made a motion that the Board adopt the updated Employee Grievance Procedure as presented. Supervisor Wooden seconded the motion which was unanimously approved.

H. Surplus Equipment

Mr. Franklin presented the Board with a list of out-of-service vehicles and equipment which are obsolete and/or non-functioning. He requested that the Board declare the items as surplus and authorize staff to remove them from the County's inventory. Surplus items will be disposed of or auctioned during the month of June 2014. ***(A complete listing of surplus items is attached as an integral component of these minutes.)***

Supervisor Lyttle made a motion that the Board declare the listed items as surplus and authorize staff to remove them from the County's inventory. The motion was seconded by Supervisor Holmes and passed with unanimous approval.

I. Appointment: Social Services Board

No action was taken.

J. Appointment: Board of Historic and Architectural Review

Supervisor Lyttle made a motion that the Board appoint Mr. Russell Hobson to the Board of Historic and Architectural Review for a term beginning October 1, 2013 and ending September 31, 2018. Supervisor Seward seconded the motion; Supervisors Blount, Wooden, Holmes, Lyttle and Seward voted affirmatively.

K. Appointment: Industrial Development Authority

Supervisor Seward made a motion that the Board appoint Mr. Sam Edwards (At-Large Member) to the Industrial Development Authority (IDA) for a term beginning November 1, 2013 and ending October 31, 2017. Supervisor Wooden seconded the motion which was passed with unanimous approval.

Mr. Hefty informed the Board that state regulation allowed for the IDA to be re-named as the Economic Development Authority which better describes the work of the organization. A name change would need to be accomplished by a change in ordinance. Mr. Hefty requested that the Board authorize a public hearing on Thursday, May 1, 2014 at 7:00pm in the Surry County General District Courtroom to hear public comments regarding an ordinance re-naming the Industrial Development Authority as the Economic Development Authority.

L. Appointment: Planning Commission

No action was taken.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

1. Lease Agreement: The Improvement Association

Chairman Blount called the Public Hearing to order. Mr. Franklin stated that the public hearing was being conducted to receive public comments regarding a proposed five-year lease agreement between the County and The Improvement Association for use of space in the Lebanon School Annex Building on Lebanon Road (SR 626) in Surry County.

Chairman Blount opened the floor for public comments. There being no citizens wishing to address the Board with regard to this issue, Chairman Blount closed the floor. There was no staff summary. Supervisor Holmes made a motion that the Board authorize execution of the proposed five-year lease agreement with The

Improvement Association. The motion was seconded by Supervisor Lyttle and unanimously approved. Supervisor Holmes reported that he had contacted staff at the elementary and middle schools and informed that there was no classroom space available at either location.

NEW BUSINESS

Mr. Franklin informed Board members that he and Supervisor Seward had recently attended a meeting of the Hampton Roads Transportation Planning Organization and were surprised to learn that plans were in place to bring high-speed rail transportation from Richmond to Norfolk and that the route would bring the rail system through Surry County. Although there are only two planned stops along the route, neither stop would be located in Surry. Supervisor Seward stated that the rail system would bring no advantage to the County and would likely result only in division of its land and its citizens. The plans are in the conceptual stage and could take up to ten years to complete. However, Supervisor Seward and Mr. Franklin urged the Board to follow the matter closely to guard the County's interests.

Supervisor Blount reported on a recent meeting of the Virginia Gateway Region and their cooperation with area schools to provide technical training for students with the expectation of producing a skilled labor force for growing businesses in the area.

Mr. Franklin informed the Board regarding a scheduled meeting with the Virginia Secretary of Commerce, Mr. Maurice Jones, on Friday, April 4, 2014.

CITIZEN COMMENTS

Mr. Mike Eggleston (Dendron District) addressed the Board to comment on the need to provide appropriate job placement training so that graduating high school seniors will be qualified to obtain jobs in local businesses. He also spoke in opposition to high-speed rail transportation through Surry County.

CLOSED SESSION

Supervisor Seward made a motion that the Board convene in closed session to discuss a personnel matter (Virginia Code §2.2-3711(A)(1) and the acquisition of real property for public purposes where discussion in an open meeting would adversely affect the County's bargaining position. Supervisor Lyttle seconded the motion which was unanimously approved.

Supervisor Seward made a motion to return to open session and certify by roll call that the closed session was concluded and that nothing had been discussed except the matter or matters permitted to be discussed under the

provisions of the Virginia Freedom of Information Act. Supervisor Lyttle seconded the motion; all members present voted affirmatively.

Supervisor Holmes made a motion that the Board authorize the County Administrator to execute an agreement for the management of County Dispatchers. Supervisor Lyttle seconded the motion which passed with unanimous approval.

Supervisor Seward made a motion to provide \$12,798 in retroactive vacation pay to Sheriff Alvin Clayton, Sr. Supervisor Wooden seconded the motion; Supervisors Blount, Lyttle, Holmes, Seward and Wooden voted affirmatively.

ADJOURNMENT

There being no further business before the Board, Supervisor Lyttle made a motion to continue the meeting to Thursday, May 1, 2014 at 5:30pm. in the County Administrator's Conference Room at the Surry Government Center. Supervisor Holmes seconded the motion which passed with unanimous approval.

SURRY COUNTY VICTIM/WITNESS PROGRAM



Scharnelle L. Hamlin, Director
Surry County Victim/Witness Office
11916 Rolfe Hwy, Surry, VA 23883
757-294-5090 Phone
757-294-5204 Facsimile
shamlin@surrycountyva.gov



Surry Victim/Witness

- ▣ The Surry Victim/Witness Assistance Program was established in 1995 to assist crime victims and witnesses through the judicial process. The purpose of our program is to ensure that victims and witnesses receive fair and compassionate treatment while participating in the court system. Our program is funded both through the County and through a grant provided by the Virginia Department of Criminal Justice Services.

You Have The Right To

- ▣ Confidentiality Address & Telephone #s
- ▣ Separate Waiting Areas During Court Proceedings
- ▣ The Right to Be Treated With Dignity, Respect and Sensitivity
- ▣ Remain in the Courtroom During Proceedings
- ▣ Protection and Protective Orders
- ▣ The Right To Provide Input
- ▣ Financial Assistance



RESPONSIBILITIES OF THE SURRY COUNTY OFFICE OF VICTIM/WITNESS

WE ARE HERE TO HELP
YOU!!!!!!



WE ARE HERE FOR YOU

OBTAINING PROTECTION ORDERS

FINANCIAL ASSISTANCE AND SOCIAL SERVICES

SEEKING RESTITUTION

INTERCESSION WITH EMPLOYERS AND OTHERS

NOTIFICATION ASSISTANCE

LIAISON REGARDING PRISONER STATUS

VICTIM IMPACT STATEMENTS

CONFIDENTIALITY

Questions



Surry County, Virginia FY15 Proposed Budget



**PRESENTED TO THE
BOARD OF SUPERVISORS
APRIL 3, 2014**

General Fund Highlights

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- Total balanced budget of \$49,594,106 with no increase in taxes, fees or use of fund balance. Total proposed General Fund budget = \$23,231,312, which includes \$14,812,032 in transfers to other funds.
- Includes a contingency of \$225,000.
- Salary increases of 3% for general government employees -- \$111,708.
- Increase in health insurance premiums of 8.8%. The total employer increase is \$54,900.
- Public service corporation taxes included of \$12,883,421. Waiting for Department of Taxation estimates. The sales ratio remains at 100%.
- Increased current real estate revenue of \$144,478, based on the 2013 land book values.
- The PPTR rate remains 45%. On a personal vehicle valued at \$20,000, the state will pay the county \$360, 45% of the (paid) \$800 bill and the citizen will pay \$440, or 55%.
- School Fund local share increased \$305,886, or 2.6%, including the cafeteria fund. (FY15 local share request = \$13,658,705, an increase of \$1,964,591 or 16.8%.)

General Fund Highlights, Continued

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- VPA local share level-funded at \$748,906. (FY15 local share request = \$883,844, an increase of \$134,844 or 18.0%.) Three year average = \$551,359. DSS is not including the annual cost allocation plan revenue ranging from \$58,000 to \$86,000.
- Fire & rescue departments are level-funded at \$231,000.
- Two sheriff's vehicles are included at \$55,500.
- \$50,000 is included to enforce the existing property development ordinance. This will be recovered from the property owner, if possible.
- One animal control position has been upgraded to full-time at a cost of \$40,699; 5 other vacant positions are included.
- Increase in library operating costs of \$48,003, relating to the new Surry branch.
- Total funding to outside agencies increased by only 3.1%, or \$34,056, the bulk of which is the net of the library increase and the adult incarceration decrease.
- Decrease in adult incarceration of \$25,757 to \$251,567, based on usage.
- Staff development for all employees is included at \$20,000.

General Fund, Proposed Local Revenues

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Revenue Type	FY14 Projected		FY15 Budget		\$ Change		% Change
Property Taxes	\$	20,814,586	\$	20,523,678	\$	-290,908	-1.4%
Other Local Taxes		673,802		781,500		107,698	16.0%
Permits, Licenses		52,576		41,500		-11,076	-21.1%
Fines & Forfeitures		55,995		50,000		-5,995	-10.7%
Use of \$ & Property		89,544		88,876		-668	-.7%
Charges for Services		134,979		128,774		-6,205	-4.6%
Misc. Revenue		3,921		3,550		-371	-9.5%
Recovered Costs		22,488		700		-21,788	-96.9%
Total Local Revenue	\$	21,847,891	\$	21,618,578	\$	-229,313	-1.0%

General Fund

Proposed Intergovernmental Revenues

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Revenue Type	FY14 Projected		FY15 Budget		\$ Change		% Change
State:							
Non-Categorical Aid	\$	755,252	\$	752,165	\$	-3,087	-.4%
Shared Expenses	818,768		818,768		0		0%
Categorical Aid	195,099		176,585		-18,514		-9.5%
Total State Revenue	\$	1,769,119	\$	1,747,518	\$	-21,601	-1.2%
Federal:							
Categorical Aid	\$	251,268	\$	90,392	\$	-160,876	-.6%
Total State/Federal	\$	2,020,387	\$	1,837,910	\$	-182,477	-1.6%
Revenue:							

General Fund, Proposed Expenditures

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Function	FY14 Budget		FY15 Budget		\$ Change		% Change
Legislative	\$	438,783	\$	301,053	\$	-137,730	-31.4%
Administration		1,446,550		1,442,500		-4,050	-.3%
Judicial Administration		431,569		437,644		6,075	1.4%
Public Safety		3,187,662		3,331,638		143,976	4.5%
Public Works		1,155,053		1,119,537		-35,516	-3.1%
Other Agencies		637,570		660,393		22,823	3.6%
Recreation & Cultural		530,069		587,610		57,541	10.9%
Comm. Development		499,300		538,905		39,605	7.9%
Trans to Other Funds		14,546,709		14,812,032		265,323	1.8%
General Fund Total	\$	22,873,265	\$	23,231,312	\$	358,047	1.6%

FY15 Proposed Expenditures, Other Funds

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Fund Type/Name	FY14 Budget		FY15 Budget		\$ Change		% Change
General:							
Debt Service Fund 700	\$	1,615,213	\$	1,603,127	\$	-12,086	-.7%
Special Revenue:							
VPA Fund 201	1,840,494		1,889,069		48,575		2.6%
CSA Fund 204	106,716		187,630		80,914		75.8%
School Fund 205	15,106,113		15,219,445		113,332		.8%
Cafeteria Fund 207	609,049		669,728		60,679		10.0%
IPR Fund 400	13,415		11,415		-2,000		-14.9%
Econ Development F601	80,000		80,000		0		0
Capital:							
Capital Fund 200	2,665,000		6,250,000		3,585,000		234.5%
Enterprise:							
Utilities Fund 800	327,870		357,364		29,494		9.0%
Fiduciary:							
Special Welfare Fund 350	37,431		37,729		298		.8%
Agency on Aging Fund 390	\$	33,986	\$	32,287	\$	-1,699	-5.07%

What Does This Mean for the Fund Balance?

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- FY13 total General Fund balance = \$13,630,145.
- Auditors recommend a fund balance equal to 20% of the total budget. For the FY15 proposed budget, this would be \$9,918,821. BUT—given the potential volatility of public service corporation taxes, the financial advisor recommends at least \$1,000,000 in addition to this.
- Current fund balance policy permits spending only up to 25% of governmental fund expenditures (less any capital expenditures funded with bond proceeds). In the FY13 CAFR this amount was \$8,093,311, approximately 60% of the current fund balance.
- The total current year fund balance is expected to increase by just under \$1,000,000, due to a reduced real estate and public service corporation budget in the event of a general reassessment. We are waiting for Department of Taxations estimates for 2014. Final values will not be received until September.

INVENTORY FOR SURPLUS

Item/Description	Serial/VIN Number	Condition	Department
Bookcase (cherry) 5 shelves		very good	Administration
2 - Bookcases (oak) 3 shelves		very good	Administration
2 drawer lateral file cabinet (metal, tan)		good	Administration
Executive desk chair (black)		good	Administration
2004 Ford F-150 XL 5.4	1FTVX125X5NA55551	needs transmission	Maintenance
1987 Chevrolet	1GCOC1423JZZ3301	poor	Maintenance
Poulan Pro Lawn Mower	04301M039831	fair	Maintenance
Hersvarna Edger	H35YTPXS1651BA	fair	Maintenance
Toshiba Television	93538710	good	Maintenance
Bogen Power Amplifier	97F0000074	needs work	Maintenance
Equinox Sound Mixer	ADLDJ30147	needs work	Maintenance
Equinox Sound Mixer	ADLDJ30125	needs work	Maintenance
Assorted Sound Equipment (4 pieces) (mixer, power dist., drive rack, and amplifier)	(various)	needs work	Maintenance

INVENTORY FOR SURPLUS

Item/Description	Serial/VIN Number	Condition	Department
Sharp Compet Calculator QS-2770H	7D00830X	unknown	Administration / Finance
Sharp Calculator EL-2197G III	1D024832	unknown	Administration / Finance
GBC DocuSeal Laminator 125	LJG1811	does not work	Administration / Finance
IBM electric typewriter 674X	13569000555281	obsolete/does not work	Administration / Finance
Panasonic Tape Recorder (model RR-830)	XE8GA62978	does not work	Administration / Finance
Desk Lamp - adjustable arm	000-COR-23B	obsolete/ still works	Commissioner of the Revenue
Brother Intellifax 4100e fax machine	U61639G6J499549	good	Planning
Wheelwriter 2000 by Lexmark	11-00077	does not work	Planning
HP Scanner, Scanjet 4470c	CN1BHABOHH	good, no power cord	Planning
Sony Dictation Recorder	232429	does not work	Planning
3 - stacking arm chairs (burgundy)		all in fair condition	Registrar
2 - stacking chairs (blue)		both in fair condition	Registrar
2002 Mack Front Loader	1M2K195C92M019893	not running/inoperable	Sanitation
Executive Desk		good	Administration
Executive Credenza		good	Administration